



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Student Assistant (2)

SALARY:	\$11.00 - \$14.22	POSITION NUMBER:	363-175-4870-900
TENURE* /TIME BASE: (Example: Permanent/Full-time)	Temporary /Intermittent (2) (20- 30 hours per week)	FINAL FILING DATE:	Until Filled

SCOPE:

Under the general direction of the Help Desk Manager the incumbent will provide technical support of all microcomputer and electronic processing system for the Department of Personnel Administration. The incumbent must be currently enrolled in an appropriate field of study in the Information Technology; e.g. Management Information Systems, Computer Science, etc., to be considered for the position.

DUTIES AND RESPONSIBILITIES:

Candidates must perform the following essential functions with or without reasonable accommodations

The student assistant should have the ability to spell correctly and use proper grammar; make mathematical computations and know how to use Microsoft Excel, Outlook, and Word. The student assistant will be responsible for the following duties: Provide hardware and software maintenance and support; Diagnose and repair hardware and software problems; Install and configure software; Customize PC systems and equipment for end users; Perform routine tasks for network and MS Active Directory; Assist with IT procurement; Maintain an up to date hardware and software inventory; other related projects and related duties as required.

DESIRABLE QUALIFICATIONS:

The requirements for this position are as follows: excellent attendance; attention to detail; strong computer skills, including knowledge of Microsoft Excel, Outlook, and Word; ability to prioritize assignments to ensure they are completed in a timely manner; ability to maintain confidentiality; ability and willingness to learn new tasks and show initiative; ability to work with various staff at all levels; ability to communicate effectively; Good troubleshooting skills; good analytical and interpersonal skills; ability to easily adapt to change; ability to conduct oneself professionally under pressure

WHO MAY APPLY:

Proof will be required of application for or enrollment in, an appropriate college or university program.

PLEASE APPLY ON LINE AT:

<http://www.ueijobs.com/hr>
Position Number: 0607SES430 or 0607SES433
Or call, Joan Ysunza (916)-327-4793

(*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.